



DEPARTMENT OF THE ARMY
HEADQUARTERS, 11TH AVIATION COMMAND
1180 BRANDENBURG STATION ROAD, BUILDING 2327
FORT KNOX, KENTUCKY 40121-4211

REPLY TO
ATTENTION OF:

ARRC-AKY-OP

15 March 2010

MEMORANDUM FOR DISTRIBUTION

SUBJECT: CAFRS PCS File

1. Recently, the U.S. Army completed the transition to the Centralized Aviation Flight Records System (CAFRS). It is now mandatory that all US Army Reserve crewmembers attending any flying courses at Fort Rucker, Eastern ARNG Aviation Training Site (EAATS), and Western ARNG Aviation Training Site (WAATS) in either a PCS or TDY status will hand carry their CAFRS PCS file (electronic flight record) and their original Individual Flight Record Folder (IFRF) to the designated location. Prior to the crewmember's departure from home station, units will perform a PCS closeout with a remark to record the scheduled course as the reason for the closeout (i.e., "Records closed 03 Mar 10 due to attending UH-60 IPC.") The closeout will be digitally signed in CAFRS by the commander, printed and then placed in the IFRF. After performing the PCS function in CAFRS, the CAFRS PCS file will be copied to a CD and placed inside the IFRF for transfer to the training location. (Redundant electronic and hard copies)

2. DA Form 2028 (Recommended Changes to Publications and Blank Forms) was submitted to the Directorate of Training and Doctrine (DOTD) at Fort Rucker to remove the last sentence in the NOTE in FM 3.04-300, Airfield And Flight Operations Procedures, 12 Aug 08, top of page 6-8. See highlighted sentence below.

Note: The aviator's flight records will accompany him to the course, so time and remarks at the course can be entered into the records on completion of the course.
~~This will not apply to the ARNG or Reserves unless the aviator is changing stations.~~
(Line through this sentence until the formal change is made)

3. This is a mandatory change to the all flight course attendance requirements with the Army's conversion to CAFRS. The absences of the CAFRS PCS file and IFRF for in processing is creating substantial and unnecessary work for the unit flight operation sections to transcribe the TRADOC flight data back into the CAFRS flight record.

4. As the CAFRS program matures and the Army Enterprise Servers are brought online, the process of hand carrying the PCS file and IFRF to the schoolhouse will become automated. However, the automated process will be dependent upon the unit having network connectivity.

5. In the interim, all Army Reserve personnel attending any flight-training course must hand deliver their IFRF and CAFRS PCS file on a CD when in processing. Failure to bring the CAFRS PCS file to any flying course will result in flight time not being recorded in CAFRS.

6. CAFRS POC is [REDACTED] CAFRS Project Lead, PD-Aviation Networks and Mission Planning, COM (256) 876-3359, DSN 746-3359, [REDACTED]
[REDACTED]

7. The POC for this memo is the undersigned at, Commercial 502-626-5764, DSN 536-5764 or email at [REDACTED]

A handwritten signature in black ink, appearing to read 'Ron Shipley', with a long horizontal line extending to the right.

RONALD E. SHIPLEY
CW5 AV
Standardization